Accessing Travel Card Program Training in TraX

Introduction

The DTMO Travel Card Program class educates DoD travelers on the basics of the Government Travel Charge Card (GTCC) and is also referred to as "Travel Card 101" training. You can access the class 24 hours a day, 7 days a week through the Travel Explorer (TraX). It provides essential information on the GTCC program, including how to obtain, use, and pay balances on the GTCC. The training is mandatory for GTCC account holders and takes about 60 minutes to complete.

Passport Access and Login

The first step is to log onto **Passport** (the DTMO's web portal). To do that:

1. Navigate to *https://www.defensetravel.dod.mil/neoaccess/login.php*. A DoD warning statement (Figure 1) displays.
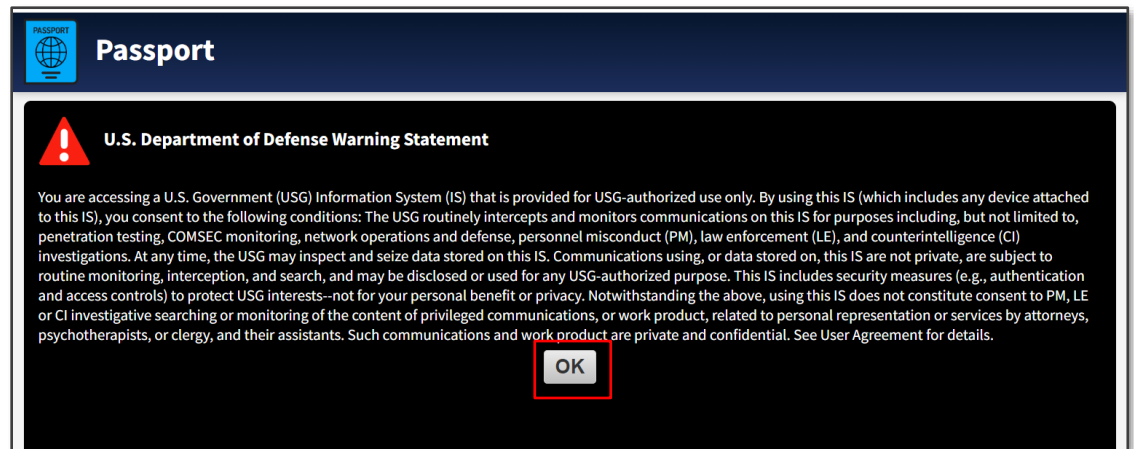

Figure 1: Passport Message Page

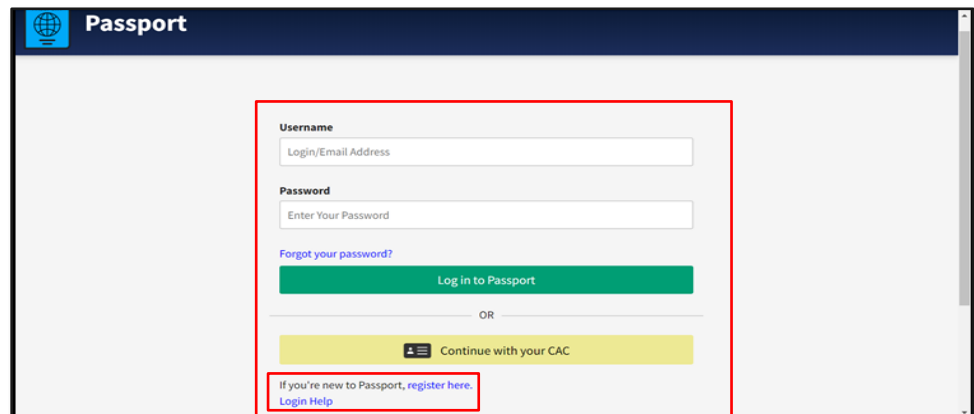2. Read the warning message and select **OK**. The **Passport Login** screen (Figure 2) opens.

Figure 2: Passport Login Screen

Passport Access and Login
(continued)

3. You must have a user account to log onto **Passport**. From the **Passport Login** screen, access the portal using your **Username** and **Password** or **CAC** (Figure 2). If you don't have one, create one by selecting **Register Here**.

Once logged in, the **Passport Home** screen (Figure 3) opens. From here, you can access various applications based upon your permissions. At a minimum, you will have access to **My Profile**, **Subscriptions**, and **TraX**.

- **My Profile**: Open your Passport profile to update your information (e.g., your email address changed). You should always keep your TraX login email address up to date.

- **Subscriptions:** Shows you the DTMO Publications (e.g., Customer Services Notices, Dispatch) that TraX automatically emails to you. You can unsubscribe at any time.

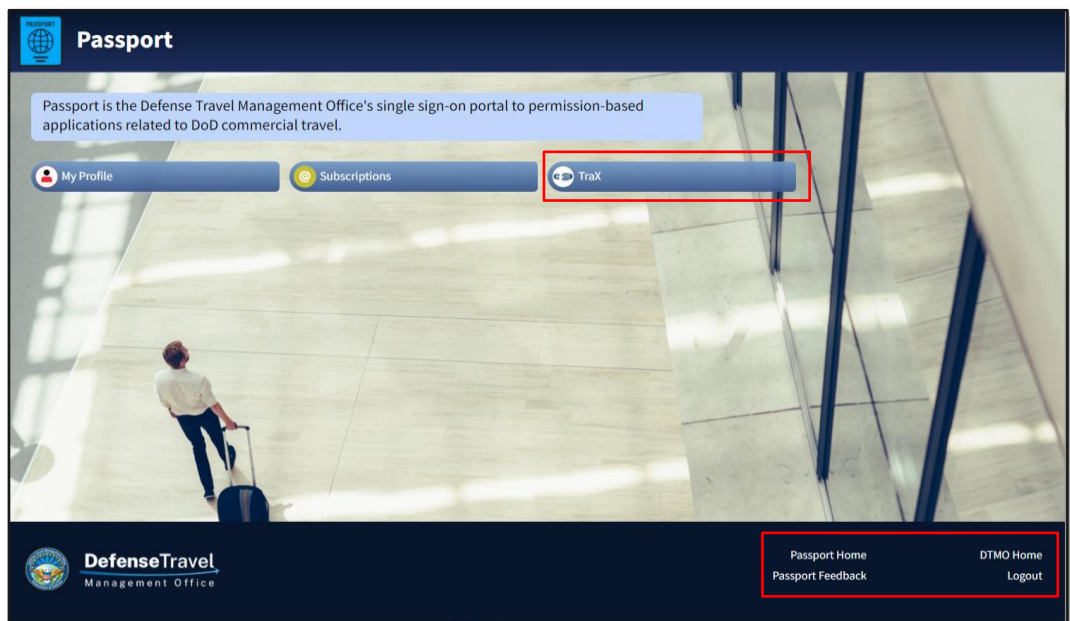- **TraX:** Tool used to access training, help tickets, and trip calculator estimator.

Figure 3: Passport Home Screen

At the bottom of the page, the active links carry throughout the application: **Passport Home**, **DTMO Home**, **Passport Feedback**, and **Logout** (Figure 3).

Finding and Launching Travel Card Program WBT

From the **Passport Home** page, select **TraX.** The **TraX Home** screen (Figure 4) opens. **Note**: You can navigate using the quick links or by making a selection from the **Navigation Bar**.

All WBTs are housed in the TraX **Training** module. To access Travel Card Program WBT:

1. On the **TraX Home** screen, select the **Training** button at the top of the page. The **Available Training** screen (Figure 5) opens.

Finding and Launching Travel Card Program WBT *(continued)*
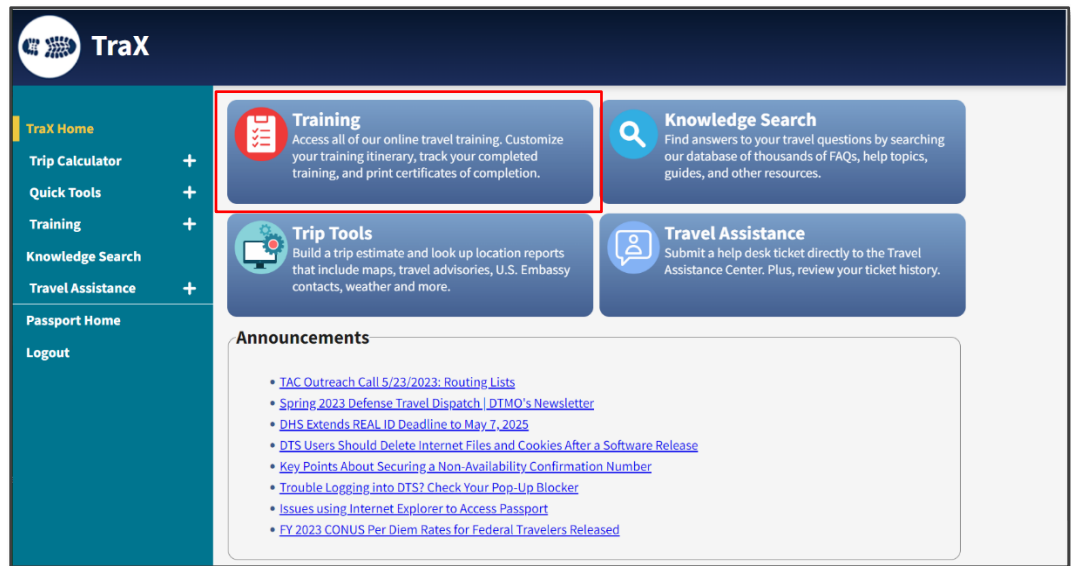

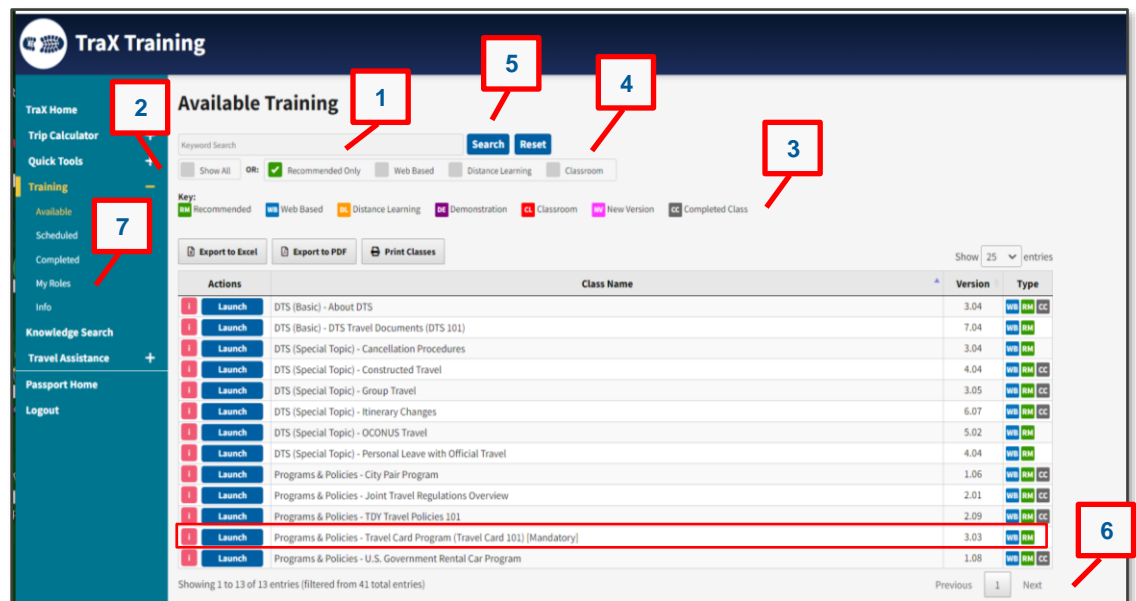
Figure 4: TraX Home Screen

Figure 5: Available Training Page

Finding and Launching Travel Card Program WBT
(continued)

On the **Available Training** screen, the class listing defaults to **Recommended Only** (Figure 5, Indicator 1), which displays recommendations based upon the roles you selected under **My Roles** (see **My Roles** section, below). Check the **Show All** box (Figure 5, Indicator 2) to see all available classes. A key (Figure 5, Indicator 3) identifies the class types by 2-letter code and color. You can select a specific code (e.g., **Web Based**) to view only certain classes (Figure 5, Indicator 4). You can also use the **Search** feature (Figure 5, Indicator 5) to find one or more classes by name.

Note 1: If your desired class does not appear on the first page, go the bottom of the page, and select **Next** (Figure 5, Indicator 6) to see more classes.

Note 2: If the class does not appear on any page, then from the **Navigation Bar**, select **My Roles** (Figure 5, Indicator 7). When the screen opens, check the boxes next to the roles specific to your position or desired training (Figure 6). The minimum you should select are **Travel card holder** and **DoD traveler and/or DTS user**. Select **Update Roles** to apply changes. Then return to the **Available Training** section.

Figure 6: My Roles Screen

Finding and Launching Travel Card Program WBT
(continued)

From the **Available Training** screen, select **Launch** to the left of the class you want to take. An information screen (Figure 7) opens. It provides information about the class and the system requirements for running it.
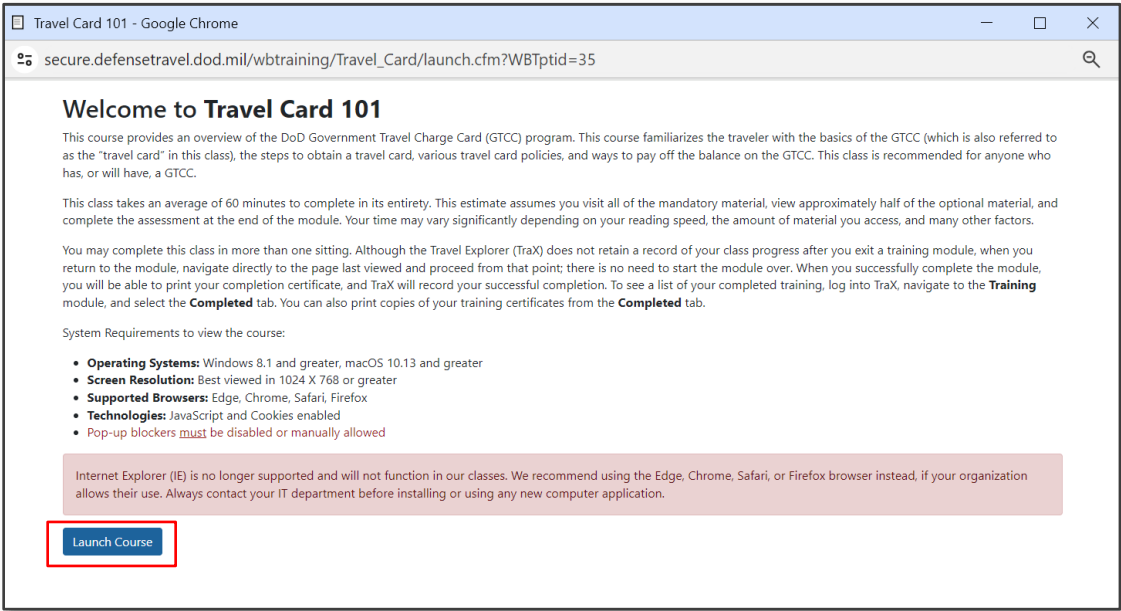

Figure 7: Welcome to Travel Card 101 Screen

Once you verify that your computer is properly configured, select **Launch Course** at the bottom of the window. The class launches.

Printing your Certificate

Most DTMO WBTs offer a certificate upon successful completion of the assessment. You can view, print, and delete any certificate associated with your profile in TraX. Here's how. All options presented are visible on Figure 8.
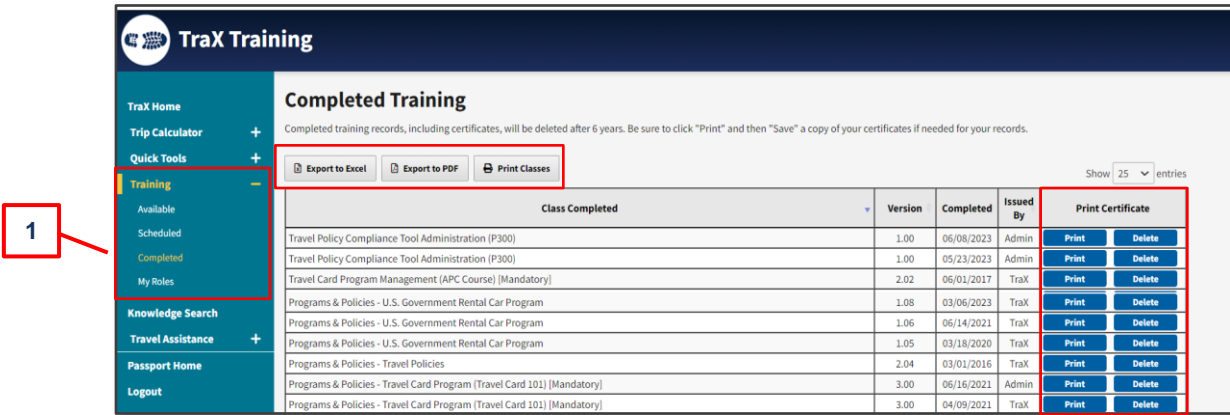

Figure 8: Completed Training Screen

1. From the TraX navigation bar, select **Completed**. **Note:** If you're not already in the **Training** module, you'll have to select the **+** first to open the options under **Training**.

Printing your Certificate (*continued*)

2. To print a single training certificate:

   a. On the class row, select **Print** in the **Print Certificate** column. The certificate displays.

   b. Use your preferred method to print the certificate or save it to your computer.

3. If you want to print a list (but not the certificates) of all your completed courses, select **Export to Excel**, **Export to PDF**, or **Print Classes**.

Updating Account Information

If you need to update your account information (e.g., your email address changed), select **My Profile** from the **Passport Home** screen (Figure 3). The screen that opens allows you to change your account details. After entering the new information, select **Update Profile** to save your changes.